



## GENERAL INSTRUCTIONS

This form may only be used for claims against the State of Michigan, its departments and officers, colleges and universities for amounts **less than \$1,000.**

You must use this form to file a claim or you may use the *MDOT 3600* if your claim is against the Michigan Department of Transportation (MDOT).

Provide the information completely and in as much detail as possible. If you need additional space, use a blank sheet of 8 1/2" by 11" paper and attach it to the claim form. Please type or print legibly in ink.

When completed, have the form notarized before a Notary Public. Keep a copy of the claim form and attachments for your records.

You will be notified in writing of the action taken on this claim.

***Send original, signed and notarized claim form with a copy of the supporting documents to:***

| <b>Prisoners</b>   | <b>State Employees</b>  | <b>General Public</b>   |
|--|---|---|
| Dept. of Corrections<br>Grievance Section Manager<br>Office of Legal Affairs<br>P. O. Box 30003<br>Lansing, MI 48909 | Accounting Office or<br>Human Resources of<br>your department | State Administrative Board<br>State of Michigan<br>P. O. Box 30026<br>Lansing, MI 48909 |

## **SPECIAL INSTRUCTIONS FOR PRISONERS ONLY:**

Claims sent to the State Administrative Board will be forwarded to the Department of Corrections, Grievance Section Manager.

Provide a **COPY** of receipts and supporting documents – Your documents will not be returned.

Refer to the State Administrative Board's Administrative Guide **0620.06** at [http://www.michigan.gov/documents/micontractconnect/0620\\_06\\_441032\\_7.pdf](http://www.michigan.gov/documents/micontractconnect/0620_06_441032_7.pdf) and

The Department of Corrections' Operating Procedure 03.02.131 at [http://www.michigan.gov/documents/micontractconnect/OP\\_03\\_02\\_131\\_Prisoner\\_Ad\\_Bd\\_Claims\\_44069\\_7\\_7.pdf](http://www.michigan.gov/documents/micontractconnect/OP_03_02_131_Prisoner_Ad_Bd_Claims_44069_7_7.pdf).

## **SPECIAL INSTRUCTIONS FOR STATE EMPLOYEES ONLY:**

Refer to Administrative Guide **0620.07** at [http://www.michigan.gov/documents/micontractconnect/0620\\_07\\_441029\\_7.pdf](http://www.michigan.gov/documents/micontractconnect/0620_07_441029_7.pdf).

## **SPECIAL INSTRUCTIONS FOR THE GENERAL PUBLIC:**

Refer to Administrative Guide **0620.08** at [http://www.michigan.gov/documents/micontractconnect/0620\\_08\\_441030\\_7.pdf](http://www.michigan.gov/documents/micontractconnect/0620_08_441030_7.pdf).